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TO : All Employees, Logistics Office
FROM : Chief, Logistics Office
SUBJECT : Classification Survey

DATE: 26 March 1954

1. I have requested the Assistant Director for Personnel and representatives of his Office to assist us in reviewing our present job situation. The objective of this review is to determine proper classification grades for all positions in all organizational units based on current work assignments.

2. There are three basic reasons for a survey of this kind at the present time. First, I consider it necessary that the grade pattern throughout the Logistics Office be brought up to date in light of organizational and functional changes which have taken place from time to time. Second, by reviewing the work of all employees on an individual basis, it will be possible to assure all of you that your positions are being graded fairly and consistently and that equal pay is received for equal work. And third, in order to implement the promotion program announced on March 3 by Logistics Instruction NO. LI-20-110-1, I wish to establish realistic qualification requirements for all of the positions in the Logistics Office. This one survey, therefore, provides three sets of data, all basic and essential for the development of a sound career system based on merit.

3. As part of the survey process, you will be asked to complete a questionnaire on the work you are now doing. Sometime within the next few days, meetings will be held with all employees by representatives of the survey team. At these meetings you will be given detailed instructions on the kinds of information needed and the best way to provide it on the questionnaire. It is my wish that you cooperate fully in providing the information needed and that you make every effort to complete the questionnaire within the five-day period allotted. You will be given as much help as you need, either by members of the survey team or by your supervisor, but I would like to emphasize that the information you give should cover your present duty assignment as you are actually performing it.

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4. In addition to reviewing your work on the basis of information you submit in the questionnaire, many of you will be interviewed by survey team members to secure on the spot information on work processes, problems, etc. As in the case of the questionnaire, it is important that all employees and supervisors cooperate fully in furnishing the information and data requested.

JAMES A. GARRISON

AS:LO(JAG:MFB:prv (e/24/54)

Distribution:
2 - Addressee

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